

AGENDA BOARD OF CONTROL

Auditorium
Monday, January 4, 2021 2:30 PM

Action	Description	Reference No.
1.	Award – Purchase of Sodium Aluminate (38%)	BC-21-001
2.	Award – Prof Svs – Plans Examiner Services	BC-21-002
3.	Award – Sutphen Pumper Truck Refurbishment Project	BC-21-003
4.	Amend – Prof Svs – Prisoner Jail Medical Svs	BC-21-004
5.	Award – Prof Svs – Policy Manual Development – Police	BC-21-005
6.	Award – Lakewood Police Dept. Jail Improvements Project	BC-21-006
7.	Award – Prof Svs – Lkwd Police Dept. Jail Improvements Project	BC-21-007
8.	Award – Prof Svs – EPA Minimum Control Measures	BC-21-008

Due to Social Distancing rules, please plan to meet in Auditorium and wear masks



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-001

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107

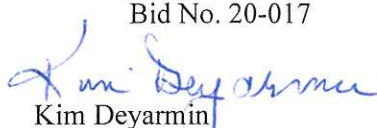
Subject: Award Contract – WWTP Chemicals – Sodium Aluminate

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works; Division of Waste Water Treatment Plant, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract with USALCO in an amount not to exceed \$150,000 to provide Sodium Aluminate to the city as outlined in Bid No. 20-017. Initial contract effective January 1, 2021 through December 31, 2021 and includes two (2) additional one-year renewal options.

USALCO submitted the sole response for Aluminum Sulfate (38%).

Contracting Authority:	Ordinance 27-20 \$150,000
Contracting Balance:	\$150,000 / \$0
Funding:	Enterprise Fund (WWTP)
Account Distribution:	511-3072-432-42-01 \$477,000
Account Balance:	\$477,000 / \$327,000
Object Code:	Operating Supplies – Chemicals
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Commodity Code:	885-077
Bid Reference:	Bid No. 20-017


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr. Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



Memo

To: Kim Smith, Finance
From: Mirko Kucinic, Project Manager WWTP
Date: December 21, 2020

RE: BID 20-017 PURCHASE of SODIUM ALUMINATE 38%

I have reviewed the bid(s) received for the Purchase of Sodium Aluminate 38%. Sodium Aluminate is used for the removal of Phosphorus from the WWTP waste stream as required by the City's National Pollutant Discharge Elimination System (NPDES) permit. There was one (1) bid received for the purchase of Sodium Aluminate 38%. Listed below is a summary of that bid.

USALCO

USALCO is a manufacturer of liquid Sodium Aluminate used in the water and wastewater industries. Their product can be referred to as a virgin product (not a by-product) since it is manufactured using specific ingredients and formulation. This allows for a controlled dosage thus ensuring consistent removal and permit compliance. The City has had a contract to purchase Sodium Aluminate 38% from USALCO for the past 12 years.

The price submitted by USALCO is adjustable on a quarterly basis as required in the bid specifications. USALCO has submitted a first quarter cost of **\$368.80/ton** and a calculated annual cost of **\$147,520** for 2021.

Based on the information outlined above it is my recommendation that a purchasing contract be awarded to USALCO.

BID ACKNOWLEDGEMENT

NOTE 1. The wording of this Bid Acknowledgement shall be retained throughout, without changes, alterations, or additions except as permitted by the Instructions to Bidders and the Bid Documents. Any change in the wording may cause the bid to be rejected as not complying with the law, however, the City of Lakewood (the "City") reserves the right to waive any informalities or irregularities.

NOTE 2. *Each bid is deemed to be submitted based upon all of the Plans, Specifications, Instructions to Bidders, Bid Acknowledgement, and other Contract Documents, including but not limited to all Addenda. The bidder will be required to comply with all requirements of the Contract Documents, regardless of whether the Bidder had actual knowledge of the requirements and regardless of any statement or omission made by the Bidder, which might indicate a contrary intention.*

NOTE 4. City does not guarantee purchase, and quantities are subject to change during the term of the contract.

The Bidder shall supplement its bid by supplying the following information for use in the preparation of the contract.

BIDDER COMPANY NAME: USALCO Ashtabula Plant, LLC

NAME OF PRESIDENT: Chuck Jacobs

ADDRESS: 2601 Cannery Avenue, Baltimore, MD 21226

FEDERAL TAX IDENTIFICATION NO.: 27-1125383

CONTRACTOR'S LICENSE NO.: N/A

TELEPHONE NO.: 410-354-0100; FAX NO.: 410-918-2240

MAILING ADDRESS: 2601 Cannery Avenue, Baltimore, MD 21226

CONTACT PERSON FOR CONTRACT PROCESSING: Brett McCoy

E-MAIL ADDRESS: insidesales@usalco.com

CITY OF LAKEWOOD
PRICES TO INCLUDE

PURCHASE OF SODIUM ALUMINATE 38%
BID NO. 20-017

PART 1 – GENERAL - The amount bid shall include the following information provided by Contractor:

- 1.1 Manufacturers name (if different from Supplier): USALCO Ashtabula Plant, LLC
- 1.2 Delivery Time, if greater than 48 hours: 1-2 Business Days A.R.O.
- 1.3 Bidder's Production Capabilities and Delivery Limitations, which may affect their ability to execute the contract awarded under the detailed specifications:
- See Manufacturer's Production Guarantee
- _____
- _____
- _____
- 1.4 Bid price shall be complete with labor, insurance, materials, transportation, permits, etc. included. No additional fees, charges or expenses may be added to price bid.

End of Section

CITY-PRTOINC-1

NON-COLLUSION AFFIDAVIT

State of Maryland, County of Baltimore,

Terry Badwak (the "Affiant"), being first duly sworn

according to law states:

1. Individual Only: That the Affiant is an individual doing business under the name

of _____

in the City of _____, State of _____;

Partnership Only: That the Affiant is the duly authorized representative of a
partnership doing business under the name of _____

in the City of _____, State of _____;

Limited Liability Company

~~Corporation~~ Only: That the Affiant is the duly authorized, qualified and acting

Vice President, of USALCO Ashtabula Plant, LLC

a corporation organized and existing under the laws of the State of Maryland;
and, that the Affiant of the partnership or corporation referred to above, as applicable, is
filing herewith a bid to the City of Lakewood in conformity with the Contract Documents;

2. Corporation Only: Affiant further states that the following is a complete accurate
list of the officers, directors and attorneys of the corporation:

President _____

Vice President _____

Secretary _____

Treasurer _____

Attorneys _____

Directors _____

and, that the following officers are duly authorized to execute contracts on behalf of the
corporation: _____

Dec 31, 2020 11:17:34 AM EST

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SUPERION NavLine

511-3072-432-42-01

☒ Account miscellaneous
☒ Budget miscellaneous
☒ Encumbrances
☒ Pre-encumbrances
☒ Transactions
☒ Detail by date
☒ Detail by code
☒ Detail by year & p
☒ Pending by date
☒ Pending by code
☒ Pending by year
☒ Procurement car

Print

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Previous acc...

Next account

2020

2022

Account activi...

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Images

Budget alloca...

Account information

Q Operating Supplies / Chemicals

Fiscal year: 2021 Dr

Budget: 477,000.00

Committed: .00

Q Balance: 477,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

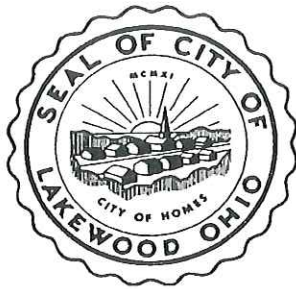
PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	511	Wastewater Treatment Fund	Original Budget	477,000.00
Department	30	Public Works	Revised Budget	.00
Division	72	Wastewater Imprmt	Current expenditures	.00
Activity basic	43	Streets and Highways	YTD expenditures	.00
Sub activity	2	Public Works Enterprise	Unposted expenditures	.00
Element	42	Operating Supplies	Encumbrances	.00
Object	01	Chemicals	Unposted encumbrances	.00
			Pre-encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-002

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107

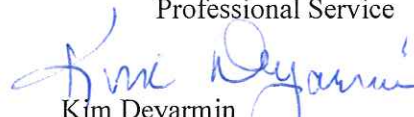
Subject: Award Contract – Professional Service Contract – Re: Plans Examiner Services

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Planning & Development, Division of Housing & Building, and the attached letter of recommendation, I am submitting for your consideration this request to award a Professional Service contract with J. Grusenmeyer & Associates, Inc. and Sixmo Architects in an aggregate amount not to exceed \$55,000 to conduct plan review and code examination on building permits and drawings that fall under the jurisdiction of the Ohio Basic Building Code in Fiscal Year 2021.

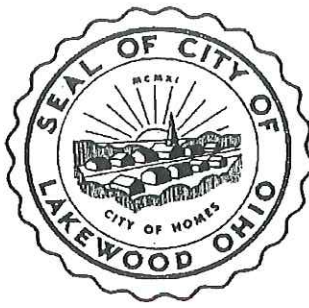
J. Grusenmeyer & Associates, Inc. and Sixmo Architects were selected to perform these Professional Services based on their proven record of quality service with the City of Lakewood.

Contracting Authority:	Ordinance 27-20 \$75,000
Contracting Balance:	\$75,000 / \$20,000
Funding:	General Fund
Account Distribution:	101-2070-462-30-03 \$55,000
Account Balance:	\$55,000 / \$0.00
Contract Approved by Law:	Yes _____ / No _____ / PO _____
Object Code:	Professional Services/Engineering & Architectural
Commodity Code:	906-007
Bid Reference:	Professional Service


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____





JOSEPH A. MEYERS
BUILDING COMMISSIONER
216/529-6293

CHRISTOPHER S. PARMELEE
Assistant Building Commissioner/RBO
216/529-6295

MARK D. JEWITT
PROPERTY MAINTENANCE SUPERVISOR
216/529-6291

DIVISION OF HOUSING AND BUILDING
12650 DETROIT AVENUE • LAKEWOOD, OHIO 44107 • 216/529-6270 • FAX 216/529-5930
Website: www.onelakewood.com

MEMORANDUM

DATE: December 28, 2020

TO: Lakewood Board of Control

FROM: Joseph A. Meyers, Building Commissioner

RE: Professional Service Contracts – Master Plans Examiner Contracting Authority

Dear Board of Control Members:

I respectfully request authorization to award contracts to Sixmo, Inc., and Jeffrey A. Grusenmeyer & Associates Inc. for Master Plans Examination services for the Building Department. The contracts will be in the following amounts for each firm:

- Sixmo, Inc. - \$35,000 (at \$100 per hour)
- Jeffrey A. Grusenmeyer & Associates Inc. - \$20,000 (at \$95.00 per hour)

Fees will be paid out of account: 101-2070-462.30.03

The State of Ohio Administrative code 4101:7 Section 104.2.2.1 mandates that building construction plans be reviewed by a "Master Plans Examiner". The City currently does not have in-house personnel qualified to do this work. Having multiple contract plans examiners allows our department maximum flexibility and responsiveness to the different types of projects and plans submitted to the department. Sixmo Inc., and Jeffrey A. Grusenmeyer & Associates Inc. were selected based upon their accuracy, professionalism, quick turnaround times and previous strong performance as our contract plans examiners.

Please let me know if I can answer any questions you may have about this request.

Thank you,

Joseph A. Meyers
Building Commissioner

Dec 31, 2020 11:17:59 AM EST

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101-2070-46230-03

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Encumbrances

Pre-encumbrances

Transactions

Detail by date

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Next account

2020

2022

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Professional Services / Enginrng and Architctural

Fiscal year: 2021 Dr

Budget: 55,000.00

Committed: .00

Balance: 55,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

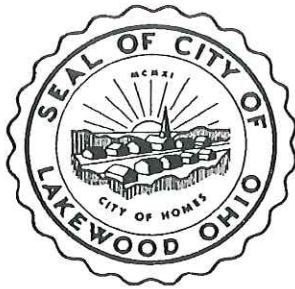
PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	55,000.00
Departaent	20	Public Safety	Revised Budget	.00
Division	70	Housing and Building	Current expenditures	.00
Activity basic	46	Community Environment	YTD expenditures	.00
Sub activity	2	Community Environment	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	.00
Object	03	Enginrng and Architctural	Unposted encumbrances	.00
			Pre-encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-003

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107

Subject: Award of Contract – Refurbishment of 2005 Sutphen Pumper Truck - Division of Fire

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety, Division of Fire, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Sutphen Corporation in an amount not to exceed \$20,000 for the refurbishment of our Sutphen Pumper Truck, to include safety upgrades for the cab and improved visibility lighting.

Sutphen Corp. is considered sole source for this refurbishment project as the unit is manufactured by Sutphen.

Contracting Authority:	Ordinance 34-20 \$4,625,000
Contracting Balance:	\$4,625,000 / \$4,605,000
Funding:	General Fund
Account Distribution:	101-2040-422-48-06 \$20,000
Account Balance:	\$20,000 / \$0.00
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Off-Site Vehicle Repairs
Commodity Code:	466-000
Bid Reference:	Sole Source


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



DEPARTMENTAL CORRESPONDENCE

Date: December 3, 2020

To: Kim Deyarmin
Purchasing

From: Chief Dunphy
Division of Fire

Subject: 2005 Sutphen Pumper Truck refurbishment

The Division of Fire is requesting approval for the refurbishment of our 2005 Sutphen pumper truck. The work to be done on this vehicle includes improved overall emergency lighting, replacement of the driver's seat, and upgrade of the self-contained breathing apparatus seats for personnel. All upholstered surfaces will be removed, and hard surfaces installed thus reducing the absorption of carcinogens in the crew area. All work will be completed by Sutphen, the vehicle manufacturer, in accordance with the most recent editions of NFPA standards 1901 and 1912. The vehicle is expected to be out of service for four to six weeks and will not affect service to City of Lakewood.

The City will be paying for the repairs with monies from 2021. The account to be used is #101-2040-422-48-06.

Thank you for your consideration.

Timothy P. Dunphy
Fire Chief

Kim Deyarmin

From: Ryan Fairbanks
Sent: Thursday, December 3, 2020 11:39 AM
To: Kim Deyarmin; David Harp; Timothy Dunphy
Subject: Re: Sutphen Pumper Refurbishment
Attachments: BOC Sutphen Refurbishment.doc

Kim,

Please see attached BOC letter from Chief Dunphy. I spoke with Sutphen this morning about our timeline and they have no issues with it.

I also wanted to give you some background to this project since it inadvertently surprised you:

We needed to wait until the rescue truck purchase was complete prior to moving forward this project. If we went forward prior to that we would not be able to ensure there wouldn't be a gap in service. We are now able to take the 2005 truck out of service for refurbishment and have the new rescue truck fill in temporarily. The new rescue truck is well-equipped to fill in for the 2005 truck while it is being repaired/upgraded.

Please let me know if you have any other questions. I apologize for the unintentional surprise the other day.

Thank you.

Ryan

From: Kim Deyarmin <kim.deyarmin@lakewoodoh.net>
Sent: Wednesday, December 2, 2020 3:57 PM
To: Ryan Fairbanks <Ryan.Fairbanks@lakewoodoh.net>; David Harp <David.Harp@lakewoodoh.net>; Timothy Dunphy <Timothy.Dunphy@lakewoodoh.net>
Subject: FW: Sutphen Pumper Refurbishment

Based on Peter's response below, here's what we need to do to make this happen:

I see the quote expires 2/16/21 – please contact Sutphen and advise them we will move forward with this in January, 2021.

I will require BOC recommendation from the Chief to move forward with this off-site vehicle repair against Acct #101-2040-422-48-06.

This is considered sole source, as Sutphen is performing work on Sutphen vehicle.

Identify the vehicle work will be performed on – how long unit will be out of service – that services will NOT suffer while unit is being worked on.

I will get 2021 BOC schedule out in the next week – we will put this on the first meeting.

Thank you,

Kim

From: Peter Rancatore <Peter.Rancatore@lakewoodoh.net>
Sent: Wednesday, December 2, 2020 3:46 PM
To: Kim Deyarmin <kim.deyarmin@lakewoodoh.net>
Cc: Ryan Fairbanks <Ryan.Fairbanks@lakewoodoh.net>; David Harp <David.Harp@lakewoodoh.net>; Timothy Dunphy <Timothy.Dunphy@lakewoodoh.net>; Keith Schuster <Keith.Schuster@lakewoodoh.net>; Jessica Eddy <Jessica.Eddy@lakewoodoh.net>
Subject: RE: Sutphen Pumper Refurbishment

Kim, We had given them the go-ahead in our budget meeting with them a couple months back to do it with 2020 budget, and I was surprised to hear that they hadn't acted on it until recently. At this point, it'll have to be in 2021, and we'll just adjust their budget to fund 101 2040 422 48 06 with \$20k for 2021. Hope that helps. Peter

From: Kim Deyarmin <kim.deyarmin@lakewoodoh.net>
Sent: Wednesday, December 2, 2020 3:18 PM
To: Peter Rancatore <Peter.Rancatore@lakewoodoh.net>; Keith Schuster <Keith.Schuster@lakewoodoh.net>; Jessica Eddy <Jessica.Eddy@lakewoodoh.net>
Cc: Ryan Fairbanks <Ryan.Fairbanks@lakewoodoh.net>; David Harp <David.Harp@lakewoodoh.net>; Timothy Dunphy <Timothy.Dunphy@lakewoodoh.net>
Subject: FW: Sutphen Pumper Refurbishment

Peter, do you want Fire to proceed with this in 2020?
It will require BOC approval, since it exceeds \$7,500.
With that said, are there 2020 funds to accommodate this expenditure?

If you do not want them to proceed in 2020, they need to know, as parts will need to be ordered and unit will be out of service.

If they can do this early 2021, can Finance make sure funds are available in their budget to proceed?

Please review and reply to all, so we know what to do next.

Thank you,
Kim Deyarmin

From: Ryan Fairbanks <Ryan.Fairbanks@lakewoodoh.net>
Sent: Tuesday, December 1, 2020 2:13 PM
To: Peter Rancatore <Peter.Rancatore@lakewoodoh.net>; Kim Deyarmin <kim.deyarmin@lakewoodoh.net>
Cc: David Harp <David.Harp@lakewoodoh.net>; Timothy Dunphy <Timothy.Dunphy@lakewoodoh.net>
Subject: Sutphen Pumper Refurbishment

Director Rancatore and Kim,

Attached is the quote for the truck refurbishment that was approved for 2020. It includes safety upgrades for the cab and improved visibility lighting.

How shall we proceed to pay for the project?

Thank you.

**SUTPHEN Corporation**
Parts & Service1653 W County Line Rd
Springfield, OH 45502866-287-5549 Toll Free
937-969-8869 Faxwww.sutphen.com
sutphen@sutphencorp.com**QUOTATION**Number SQ10003488
Date 11/23/2020
Page 1 of 2**Bill to:**Lakewood Fire Dept
14601 Madison Ave
Lakewood, OH 44107-4303**Ship To:**Lakewood Fire Dept
14601 Madison Ave
Lakewood, OH 44107-4303Revision 2
Sales Order
Requisition
Customer Reference
Salesperson
Payment Terms NET 30 DAYS
Quote Expires 2/16/2021**NOTES**

Item No.	Description	Qty/Hrs	Unit Price	Amount
10121092	1. SEAT, SIERRA, HD DUAL AIR-50HBRX/ABTS LHS(R) 5"BLK/DW PLUS	1.00	2,311.40	2,311.40
10111343	1. SEAT, TANKER 450, ABTS, RHS, GREY/BLACK DURAWEAR SECUREALL	3.00	1,482.36	4,447.07
10116439	HEADLIGHT KIT, LED HIVIZ(4 headlights) 2 HI/LO, 2 HI BEAM Firetech headlight kit containing 4 headlights; 2 high/low and 2 high only.	1.00	1,499.71	1,499.71
10035424	2. LIGHT, SCENE, 900 SERIES LED 9x7 W/FLANGE	4.00	363.07	1,452.28
10051278	3. LIGHT L360 Beacon Red Super LED	2.00	494.41	988.81
10100379	TRIM Cab POLISHED STS 1-1/2in x 1in x 96in 10in RR	2.00	203.95	407.90
10124847	TRIM, REAR DOOR JAMB, 1-1/2" X 1" X 60", MIRRORRED STAINLESS	2.00	203.95	407.90
10136184	6. BOARD, PEARL GRAY FRP, 4' X 8' SHEET	5.00	130.03	650.15
	6. Once painted - cut & install FRP board to the inside back wall and cieling.	8.00	125.00	1,000.00
	7. Graphic removal	2.00	125.00	250.00
	5. Install bump gaurd trim to body at all four doors - VHB bonded	1.50	125.00	187.50
	3. Remove old beacon lights from rear and replace with LED.	3.00	125.00	375.00
	4. Cab interior paint prep - remove all seats and EMS cabinet, all vinal panals from doors and cieling, peel glued vinal from doghouse and prep for paint (including scraping glue and filling holes).	12.00	125.00	1,500.00
	2. Remove scene lights from front and rear sides of the cab and replace with LED.	4.00	125.00	500.00
	1. Install & wire four new seats - (1) driver & (3) SCBA (rear seats facing the back of the cab).	16.00	125.00	2,000.00

**SUTPHEN Corporation**
Parts & Service1653 W County Line Rd
Springfield, OH 45502866-287-5549 Toll Free
937-969-8869 Faxwww.sutphen.com
sutphen@sutphencorp.com**QUOTATION**Number SQ10003488
Date 11/23/2020
Page 2 of 2**Bill to:**Lakewood Fire Dept
14601 Madison Ave
Lakewood, OH 44107-4303**Ship To:**Lakewood Fire Dept
14601 Madison Ave
Lakewood, OH 44107-4303Revision 2
Sales Order
Requisition
Customer Reference
Salesperson
Payment Terms NET 30 DAYS
Quote Expires 2/16/2021

NOTES

Item No.	Description	Qty/Hrs	Unit Price	Amount
	4. Paint (multispec) the inside of the cab – exposed floor, doghouse, doors, and seat pestitals.	1.00	1,200.00	1,200.00

The prices stated on this estimate are good for 45 days from the date of estimate. I hereby authorize Sutphen Service & Parts to perform the repair work as detailed above, including sublet work, along with the necessary material. An express mechanic's lien is acknowledged on above to secure the amount of repairs thereto. I agree that Sutphen is not responsible for loss or damage to the vehicle or articles left in the vehicle in case of theft, fire, or other causes beyond our control. I grant authorized Sutphen employees permission to operate the vehicle for testing, inspection or delivery at my risk. I understand that closer analysis may reveal additional labor, parts, or materials necessary to complete the repair. For quoted repairs, the final price may vary by 10% without additional customer approval and will be billed at current time and material rates.

Customer responsible for transportation of vehicle to and from Sutphen Service

PLEASE NOTE: A daily storage charge of \$25.00 will be applied to vehicles that have not been picked up after 5 business days from the date of notification that repairs have been completed. Customers receiving quotes for services have 5 business days from receipt of the written quote to authorize service or retrieve vehicles. Storage fees will apply to vehicles left past 5 business days unless signature authorizing service has been received.

Sales Subtotal	19,177.72
Misc Charges	0.00
Sales Tax	0.00
Sales Total USD	19,177.72

Authorized
Signature:

Date:

Dec 31, 2020 11:18:17 AM EST

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101-2040-422-48-06

☒ Account miscellaneous
☒ Budget miscellaneous
☒ Encumbrances
☒ Pre-encumbrances
☒ Transactions
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☒ Pending by year
☒ Procurement car

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Cancel

Exit

Previous acc...

Next account

2020

2022

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Repair Service / Off-site Vehicle Repairs

Fiscal year: 2021 Dr

Budget: 20,000.00

Committed: .00

Balance: 20,000.00

Project Data

Project Entry Optional

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Segment/Balance Details

Fund	101	General Fund	Original Budget	20,000.00
Department	20	Public Safety	Revised Budget	.00
Division	40	Fire	Current expenditures	.00
Activity basic	42	Public Safety	YTD expenditures	.00
Sub activity	2	Public Safety	Unposted expenditures	.00
Element	48	Repair Service	Encumbrances	.00
Object	06	Off-site Vehicle Repairs	Unposted encumbrances	.00
			Pre encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-004

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107

Subject: Award Contract – Prisoner Medical Services

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Safety; Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to award a requirement contract to **Dodie Crawford** in an amount **not to exceed \$15,000 to provide prisoner medical services**. The service provides medical care of prisoners detained in the **Lakewood City Jail**.

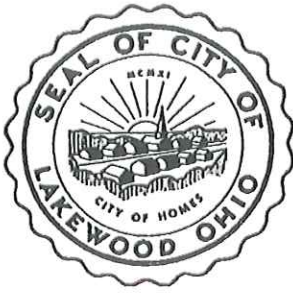
Dodie Crawford agreed to perform the Prisoner Medical Services for December, 2020 when First Choice Medical Staffing could no longer provide services. **Dodie Crawford will continue the services until the jail is closed for the Improvements Project scheduled to begin approximately April, 2021.** An official proposal will be issued for Prisoner Medical Services during the jail closure seeking competitive submissions.

Contracting Authority: **Ordinance 27-20 \$80,000**
Contracting Balance: \$80,000 / \$65,000
Funding: **General Fund**
Account Distribution: **101-2030-441-30-06 \$50,000**
Account Balance: \$50,000 / \$35,000
Contract Approved by Law: Yes X / No / PO / c/c
Object Code: Human Related Services - Medical
Commodity Code: 948-055
Bid Reference: Professional Service


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George Mayor	_____	_____	_____





December 14th, 2020

Board of Control,

The Lakewood Police Department is planning a remodel to the Lakewood Jail which is anticipated to commence in February of 2021. The remodel could take up to four months, and the Jail will have to be closed to prisoners during that time. Currently the City of Lakewood has contracted with Dodie Crawford to supply Prisoner Jail Medical Services to our Jail. Because the project is dependent upon a number of variables, no definite start or completion date can be set yet. I recommend renewing Dodie Crawford's contract on a month-to-month basis, until this project commences. I believe that a month-to-month contract will offer the City and the Lakewood Jail the most flexibility in staffing this essential position. Once the project nears completion, the City should issue a Request for Proposal to seek competitive pricing for these services.

Sincerely,

Chief Kevin Kauchek



**FIRST ADDENDUM TO THE AGREEMENT
BETWEEN THE CITY OF LAKEWOOD, OHIO
AND
DODIE CRAWFORD**

1. This Addendum to the Agreement between the City of Lakewood Ohio and Dodie Crawford, dated on or about November 1, 2020 ("Agreement"), is entered into on this 10th day of December, 2020 to adjust time for completion within the Agreement.

2. The City of Lakewood and Dodie Crawford wish to revise Section 4 of the Agreement to extend the term to being month to month until Jail construction begins:

Section 4. CONTRACT TERMINATION

The term of the contract shall be from month to month beginning January 1, 2021 and continuing until jail construction forces closure of the jail at which time the parties may renew pending a more formal RFQ process. In the event the City or Dodie Crawford desires to terminate this Scope of Service Agreement, it may be terminated upon a thirty (30) day written notice by the party so desiring to terminate to the other party. Dodie Crawford shall be paid for work completed and services performed up to the time of notice and in the event it is allowed to complete commenced projects shall be compensated at the rate provided for this Scope of Service.

Section 5. INSURANCE

IN WITNESS HEREOF, the parties hereto have affixed their hands and seals at the City of Lakewood, Ohio this 10th day of December, 2020.

CITY OF LAKEWOOD, OHIO

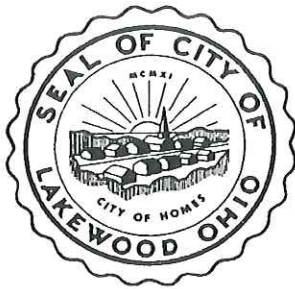
Witnesses:

Diana Cameli

CMJ Illinger
City of Lakewood

Diana Cameli

D. Crawford
Dodie Crawford



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-005

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107


Subject: Renew Contract – Professional Services Contract – Re: Policy Manual Development – Division of Police

Dear Members of the Committee:

Based on a review conducted by the Department of Finance, Division of Purchasing in conjunction with the Division of Police, and the attached letter of recommendation, I am submitting for your consideration this request to renew a Professional Services Contract with Lexipol in an amount not to exceed \$25,000 for the continued development of a web-based Policy Manual, Daily Training Bulletins, archiving and tracking of Policy Manual updates and changes, and Daily Training Bulletin records and test results. Three year contract to commence February 1, 2021.

Lexipol was chosen to perform these Professional Services based on their expertise and experience in risk management and resources for public safety organizations.

Contracting Authority:	Ordinance 27-20 \$400,000
Contracting Balance:	\$400,000 / \$375,000
Funding:	General Fund
Account Distribution:	101-2010-421-30-10 \$36,000
Account Balance:	\$36,000 / \$11,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Account Description	Professional Service / Other
Commodity Code:	349-000
Bid Reference:	Professional Service


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____





December 11th, 2020

Board of Control

The Lakewood Police Department has utilized Lexipol for several years. Lexipol provides the Department with policy manuals for the Police Department as well as the Lakewood Jail. The policies are based on Federal and State Law as well as best practices, and they are continually reviewed/updated by policy experts at Lexipol. With this service, Lexipol also provides daily training bulletins for all our members which helps to reinforce the policies. I recommend extending our contract with Lexipol.

Sincerely,

Chief Kevin Kauchek



Dec 31, 2020 11:18:51 AM EST

File Edit Commands Help

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101-2010-421.30-10

Account miscellane

Budget miscellane

Encumbrances

Pre-encumbrances

Transactions

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Previous acc...

Next account

2020

2022

Account activi...

Pending trans...

Images

Budget alloca...

Account information

Q Professional Services / Other

Fiscal year: 2021 Dr

Budget: 36,000.00

Committed: .00

Q Balance: 36,000.00

Project Data

Project Entry Optional

Q 070006 2007 JAG AWARD .00

Q 080007 LAW ENFORCEMENT .00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Payment information

Vendor	(* indicates pending)	Total
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Encumbrances

PO #	Vendor	Balance
------	--------	---------

Pre Encumbrances

Type	Req/PO	Project	Balance
------	--------	---------	---------

Segment/Balance Details

Fund	101	General Fund	Original Budget	36,000.00
Department	20	Public Safety	Revised Budget	.00
Division	10	Police	Current expenditures	.00
Activity basic	42	Public Safety	YTD expenditures	.00
Sub activity	1	Public Safety	Unposted expenditures	.00
Element	30	Professional Services	Encumbrances	.00
Object	10	Other	Unposted encumbrances	.00



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-206

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107


Subject: Award Contract – Police Dept. Jail Improvements Project

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Feghali Brothers, LLC in an amount not to exceed 207,800 for the Lakewood Police Dept. Jail Improvements Project. Contract award is a base bid of \$187,800 plus contingencies.

Feghali Brothers, LLC submitted the lowest and best responsive and responsible bid for the Police Dept. Jail Improvements Project as outlined in Bid No. 20-016. Feghali Brothers, LLC performed the Police Dept. Firing Range Project in 2019.

Contracting Authority:	Ordinance 35-20 \$7,600,000
Contracting Balance:	\$7,600,000 / \$7,392,200
Funding:	Capital Projects Fund
Account Distribution:	401-2010-470-82-30 Project #207004 \$282,800
Account Balance	\$247,800 / \$40,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Jail Improvements
Commodity Code:	909-076
Bid Reference:	Bid No. 20-016


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



M E M O R A N D U M

DATE: December 30, 2020
TO: Kim Deyarmin, Procurement Officer
FROM: Mark K. Papke, PE, CPESC – City Engineer
RE: Lakewood Project 207004
Bid 20-016 – LPD Jail Improvements

MKP
2

The November 20, 2020 bid opening results for the above referenced project is as follows:

Company	Base Bid Total
Feghali Brothers, LLC	\$187,800.00
Metis Construction Services, LLC	\$192,119.00
R.L. Hill Management	\$267,506.00

The Architect's Opinion of Probable Construction Cost was \$283,000. Feghali Brothers, LLC does not have any Findings for Recovery or OSHA violations. Feghali Brothers, LLC has successfully completed the Lakewood Police Department firing range improvements. Upon review and approval by the Finance and Law Directors, I recommend that the City award the work to Feghali Brothers, LLC for \$187,800 and that a contingency amount of \$20,000 be approved for unforeseen conditions. **The total Board of Control approval amount requested is \$207,800.**

Funding would be as follows:

Fund 401-2010-470-82-30

Bidder Evaluation Questions

This form must be filled out by the Bidder and submitted with the Bid for the City to accept the bid. The City will not house prisoners during the Contractor's occupation of the facility. The City is allowing the Contractor to complete the work within 120 days from the initial on-site construction. The City is requesting that the Contractor provide the following information so that each Bidder's submittal is evaluated for determining the lowest and best bid. The Bidder will be held accountable to meet these expectations based on the information provided herein.

Provide lead times in the table below for the following items after the Architect has approved the submittal in calendar days:

Item	Number of Calendar Days
Booking Window	45 days
Security glazing	45 days
Doors	45 days
Door Access Controls	45 days
HVAC Equipment	55 days

List below any other items that require a long lead time and the calendar days from the approval needed.

Is the Bidder able to complete the Work within 120 days of starting construction at the site?

☒ YES

☐ NO, Number of Additional Calendar Days needed _____

NON-COLLUSION AFFIDAVIT

State of Ohio, County of Cuyahoga

_____ (the "Affiant"), being first duly sworn

according to law states:

1. Individual Only: That the Affiant is an individual doing business under the name
of _____

in the City of _____, State of _____;

Partnership Only: That the Affiant is the duly authorized representative of a
partnership doing business under the name of Feghali Brothers LLC

in the City of Lakewood, State of Ohio;

Corporation Only: That the Affiant is the duly authorized, qualified and acting

_____, of _____

a corporation organized and existing under the laws of the State of _____;
and, that the Affiant of the partnership or corporation referred to above, as applicable, is
filing herewith a bid to the City of Lakewood in conformity with the Contract Documents;

2. Corporation Only: Affiant further states that the following is a complete accurate
list of the officers, directors and attorneys of the corporation:

President _____

Vice President _____

Secretary _____

Treasurer _____

Attorneys _____

Directors _____

and, that the following officers are dully authorized to execute contracts on behalf of the
corporation: _____

3. Affiant further states that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or fraudulent; that the Bidder has not directly or indirectly, induced or solicited any other Bidder to file a fraudulent bid, and has not, directly or indirectly, colluded, conspired, connived, or agreed with any Bidder or anyone else to file a fraudulent bid or to refrain from bidding; that the Bidder has not in any manner directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the Bidder or of any other Bidder, or to fix any overhead, profit, or cost element of such bid price or that of any other Bidder, or to secure any advantage against the City or anyone interested in the contract for which the bid is filed; that all statements contained in the bid are true; that the Bidder has not directly or indirectly submitted the Bidder's bid price or any breakdown thereof of the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as herein disclosed to have a partnership or other financial interest with said Bidder; and that the Bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing the contract above referred to in the event the same is awarded to

Feghali Brothers LLC;
(Printed name of Individual, Partnership or Corporation)

Further Affiant saith not. *Ziad Feghali*
(signature)

Sworn to before me and subscribed in my presence this 19 day of November, 2020.



Rose A Sahyoun
Notary Public
State of Ohio
My Commission Expires:
July 18, 2021

NOTE "D"

- a. Each Bidder shall acknowledge and download all Addenda issued prior to the openings of bids through QuestCDN.com. Failure to download all such Addenda may result in rejection of the bid.
- b. Each Bidder is cautioned to bid on the "Standards" specified and to enter on the "Substitution Sheet" all material, which the Bidder wishes to have considered for possible substitution.

NOTE "E"

- a. This project is considered an "Essential Project".
- b. Each Bidder and their subcontractors acknowledge that there are COVID-19 regulations issued and revised by federal, state and local authorities and as such shall abide by the orders in effect throughout the contract period.
- c. Each Bidder and their subcontractors acknowledge that their employees shall be issued proper personal protective equipment that is required to perform the Work at no additional cost to the City of Lakewood.
- d. By submission of the bid and signing the Bidder Acknowledgement form herein, the Bidder and their subcontractors acknowledge that COVID-19 is known and accounted for in the schedule and bid pricing. The Bidder and their subcontractors shall not be entitled to additional compensation due to COVID-19.

The Bidder shall supplement its bid by supplying the following information for use in the preparation of the contract.

BIDDER NAME: Feghali Brothers LLC

NAME OF PRESIDENT: Badih Feghali

ADDRESS: 4636 Beech Ct Canfield, OH 44406

FEDERAL TAX IDENTIFICATION NO.: 32-0187428

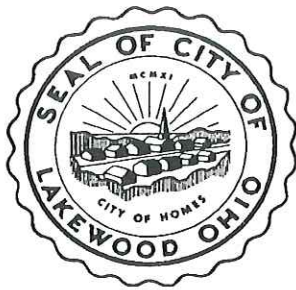
CONTRACTOR'S LICENSE NO.: _____

TELEPHONE NO.: 440 223 9958; FAX NO.: 216 916 9137

MAILING ADDRESS: 4636 Beech Ct Canfield, OH 44406

CONTACT PERSON FOR CONTRACT PROCESSING: Ziad Feghali

E-MAIL ADDRESS: feghaliconstruction@gmail.com



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-007

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107


**Subject: Award Contract – Professional Services Contract - Re: Construction Oversight for Police Dept.
Jail Improvements Project**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to Domokur Architects, Inc. in an amount not to exceed \$40,000 to provide Construction Oversight Services for the Lakewood Police Dept. Jail Improvements Project.

Domokur Architects, Inc. provided the Architectural Design Services for the project in 2020 and submitted an RFP for the Construction Oversight services.

Contracting Authority:	Ordinance 35-20 \$7,600,000
Contracting Balance:	\$7,392,200 / \$7,352,200
Funding:	Capital Projects Fund
Account Distribution:	401-2010-470-82-30 Project #207004 \$282,800
Account Balance	\$40,000 / \$0.00
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Jail Improvements
Commodity Code:	907-035
Bid Reference:	RFP


Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



M E M O R A N D U M

DATE: December 30, 2020
TO: Kim Deyarmin, Procurement Officer
FROM: Mark K. Papke, PE, CPESC – City Engineer *MKP*
RE: **Lakewood Project 207004**
Lakewood Police Department (LPD) Jail Improvements Project

The City requested a proposal from Domokur Architects and their design team for the oversight of construction for the above referenced project. Their services would be provided onsite on a part-time basis during construction. The work includes documenting the asbestos abatement work, materials testing, shop drawing reviews/approvals and contract administration. The team would also verify that the work meets the State of Ohio Department of Rehabilitation and Correction requirements.

Attached is Domokur Architects proposal to perform these professional services based on the Request for Proposal issued to them.

I recommend that the Board of Control approve Domokur Architects to provide the needed services on a unit rate basis. I request an approval amount of **\$40,000** which includes a contingency for unforeseen conditions.

This project is funded by account 401-2010-470-82-30.

Please contact me with any questions.

November 13, 2020

Mark K. Papke, PE, CPESC
City Engineer
The City of Lakewood
12650 Detroit Avenue
Lakewood, OH 44107

RE: Lakewood Police Department Jail Improvements (2020032)
Fee Proposal for Construction Services

Dear Mark

Thank you for the opportunity to provide a fee proposal for Construction Services for the Lakewood Police Department Jail Improvement project. Professional services disciplines include architecture and the following special services: asbestos abatement project management and materials testing services. Construction delivery method is understood to be general contracting/single prime.

Our proposed services and fees (for each Phase) are outlined below:

Construction Administration

- Conduct one pre-construction meeting; provide Addenda
- Conduct monthly construction progress meetings. City records all minutes; minutes not required
- Conduct weekly construction observation visits, two (2) times weekly.
- Submittal and shop drawing review, up to two times each submittal
- Contractors pay application review
- Respond to RFI's
- Review change orders

Construction Closeout

- Conduct one punchlist and prepare inspection report
- Prepare Certificate of Substantial Completion
- Review contractor as-builts

Discipline	Consultant	Fee	
Architectural Services	Domokur Architects	\$	28,565.00
Material Testing	PSI	\$	880.00
Asbestos Abatement Project Management	MCM	\$	3,250.00
Total Base Fee		\$	32,695.00

Exclusions to the above scope of work and fee are as follows:

- Design work required to solve contractor errors.
- Writing or assisting with Contractor contracts/POs
- Design or review of Contractor's means and methods and construction related equipment

SCHEDULE – We estimate construction to last sixteen (16) weeks upon approval issuance of notice to proceed.

PROJECT STAFF

Please see our firm background provided in our Proposal for all Pre-Construction Services; and as is included in our Agreement with The City signed and dated December 16, 2019. All CA services included in this Proposal will be provided by Aaron Thompson (Project Designer/Architect and Project Point-of-Contact) and me. I will be assisting Aaron with on-site observation.

Sincerely,

Domokur Architects



Michael Tabeling
Project Manager

Reviewed By:



Michael Domokur
Owner

C: File

J:\2020032 - Lakewood PD - Jail Improvements\0 - Proposals\Fee Proposals\CA Services\111320 - Domokur CA Fee Proposal.docx

CITY OF LAKEWOOD
LPD Jail Improvements Project

Cost Schedule - Construction Services				
Item	Unit	Estimated Quantity	Total Unit Cost	Total Cost
Observer	Hr.	100	\$145.00	Domokur \$14,500.00
Quality Assurance Tests (Labor and Tests)	Day	2	\$440.00	PSI \$880.00
Hazardous Materials and Asbestos Abatement Inspections	Lump Sum	1	Assumes 5 Shifts & Project Closeout Report	MCM \$3,150.00
Additional hazardous materials tests – if required	Each	4	\$25.00	MCM \$100.00
Project Management	Hr.	82	\$145.00	Domokur \$11,890.00
Project Meetings	Hr.	15	\$145.00	Domokur \$2,175.00
Total Not to Exceed Cost				\$32,695.00

Proposed Construction Administration and Inspection Services Team

Project Manager: Michael Tabeling

Observer(s): Aaron Thompson

Quality Assurance: Professional Service Industries, Inc.

Hazardous Materials and Asbestos Abatement: MCM Services

Submitting Firm Information and Acknowledgement of Terms

Firm Name: Domokur Architects

Address: 4651 Medina Road, Akron, OH 44321

Phone: 330-666-7878 Fax: _____

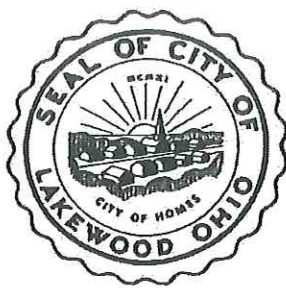
The firm acknowledges that the above submitted prices are in accordance with the Scope of Services and Payment sections of this Request for Proposal document.

Signed: 

Date: November 13, 2020

PROFESSIONAL HOURLY RATE SCHEDULE

<u>PRINCIPALS</u>	170.00
<u>REGISTERED ARCHITECTS/LANDSCAPE ARCHITECTS</u>	145.00
<u>CONSTRUCTION ADMINISTRATORS</u>	135.00
<u>PROFESSIONAL INTERIOR DESIGNERS</u>	130.00
<u>TECHNICAL STAFF</u>	115.00
<u>WORD PROCESSING AND ACCOUNTING</u>	80.00
<u>CONSULTING ENGINEERS</u>	Net Cost x 1.05
<u>ALL OTHER REIMBURSABLE EXPENSES</u>	Net Cost x 1.05



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-20-116

April 20, 2020

Board of Control
City of Lakewood, Ohio 44107

**Subject: Award Contract – Professional Services Contract - Re: Architectural Design Services for Police Dept.
Jail Improvements Project**

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works, Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to award a contract to **Domokur Architects** in an amount not to exceed **\$35,000** to provide **Architectural Design Services for the Police Dept. Jail Improvements Project**. Contract award is a base bid of \$31,760 plus 10% for contingencies.

Domokur Architects submitted the best responsive RFP for these Professional Services as outlined in an RFP.

Contracting Authority:	Ordinance 41-19 \$2,500,000
Contracting Balance:	\$1,844,800 / \$1,809,800
Funding:	Capital Projects Fund
Account Distribution:	401-2010-470-82-30 \$35,000
Account Balance	\$35,000 / \$0.00
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Jail Improvements
Commodity Code:	907-035
Bid Reference:	RFP

Kim Deyarmin
Purchasing Manager

	Approved	Disapproved	Date
Roman Ducu, Director of Public Works	<u>RD</u>	_____	<u>4-20-20</u>
Brian T. Corrigan, Director of Law	<u>BTC</u>	_____	<u>4/20/2020</u>
Peter Rancatore, Director of Finance	<u>PETER</u>	_____	<u>4/20/2020</u>
Meghan F. George, Mayor	<u>MH</u>	_____	<u>4/20/2020</u>





12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-21-008

January 4, 2021

Board of Control
City of Lakewood, Ohio 44107

Subject: Renew Contract – Professional Service Contract – Re: EPA Minimum Control Measures

Dear Members of the Board:

Based on a review conducted by the Division of Purchasing in conjunction with the Department of Public Works; Division of Engineering, and the attached letter of recommendation, I am submitting for your consideration this request to renew a requirement contract with Cuyahoga Soil & Water Conservation District (CSWCD) in the amount of \$14,240 for Fiscal Year 2021 to provide Public Involvement & Education Activities (Minimum Control Measures 1 & 2) and Storm Water Pollution Prevention Activities (Minimum Control Measures 4 & 5). Services required by the Ohio EPA as part of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit.

Contracting Authority:	Ordinance 31-20 \$5,500,000
Contracting Balance:	\$5,500,000 / \$5,485,760
Funding:	Wastewater Collection Fund
Account Distribution:	510-3070-431-30-10 \$450,000
Account Balance:	\$450,000 / \$435,760
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / c/c _____
Object Code:	Storm Water Sewer System
Commodity Code:	961-049
Bid Reference:	MOU


Kim Deyarmin
Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Roman Ducu, Director Public Director	_____	_____	_____
Brian T. Corrigan, Director of Law	_____	_____	_____
Peter M. Rancatore, Jr., Director of Finance	_____	_____	_____
Meghan F. George, Mayor	_____	_____	_____



MEMORANDUM

Date: December 30, 2020
To: Kim Deyarmin, Procurement Officer
From: Mark Papke, PE, CPESC - City Engineer
RE: 2021 CSWCD Services

MKP
2

Please recommend to the Board of Control that the existing MOU between the City of Lakewood and the Cuyahoga Soil & Water Conservation District (CSWCD) be continued and approved for funding (\$14,240) so the CSWCD can continue to provide Minimum Control Measures (MCM) for Public Involvement and Public Education Activities (MCM 1&2) and Storm Water Pollution Prevention Activities (MCM 4 &5). The Ohio EPA requires the City to perform these activities as part of our National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. There is a slight increase in the fees for 2021 which is reimbursed by NEORSD.

MCM 1&2 \$6,000.00

MCM 4&5 \$8,240.00

TOTAL \$14,240.00

Please note that the \$6,000 for MCM 1 & 2 will be reimbursed by NEORSD and that some of the costs are recovered for MCM 4 & 5 from non-City development projects.

Please contact me with any questions.

Dec 31, 2020 11:19:15 AM EST

File Edit Commands Help

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Navigation

510-3070-431.30-10

Account miscellaneous

Budget miscellaneous

Encumbrances

Pre-encumbrances

Transactions

Detail by date

Detail by code

Detail by year & code

Pending by date

Pending by code

Pending by year & code

Procurement card

Account information

Professional Services / Other

Fiscal year: 2021 Dr

Budget: 450,000.00

Committed: .00

Balance: 450,000.00

Account Balance by Period

Period/Month	Actuals	Cumulative Totals
Q 01 January	.00	.00
Q 02 February	.00	.00
Q 03 March	.00	.00
Q 04 April	.00	.00
Q 05 May	.00	.00

Encumbrances

PO #	Vendor	Balance
------	--------	---------

Segment/Balance Details

Fund	510	Wastewtr Coll System Fund
Department	30	Public Works
Division	70	Wastewtr Collection Crew
Activity basic	43	Streets and Highways
Sub activity	1	Public Works Enterprise
Element	30	Professional Services
Object	10	Other

Project Data

Project Entry	Optional	
Q 095001	Water & Sewer R	.00
Q 095003	Sewerline Emerg	.00
Q 109001	LongTermCntrl&S	.00
Q 119002	2011 LTCP & SWM	.00
Q 120002	2012 Water Line	.00
Q 125002	2012 LTCP Prof	.00
Q 139002	2013 LTCP Profe	.00

Payment information

Vendor	(* indicates pending)	Total
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Pre Encumbrances

Type	Req/PO	Project	Balance
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Original Budget

450,000.00

Revised Budget

.00

Current expenditures

.00

YTD expenditures

.00

Unposted expenditures

.00

Encumbrances

.00

Unposted encumbrances

.00

Pre-encumbrances

.00

Print

Cancel

Exit

Previous acc...

Next account

2020

2022

Account activi...

Pending trans...

Images

Budget alloca...

ORDINANCE NO: 27-2020

Bullock, Kepple, Litten, Neff,
O'Malley, Rader, Shachner

BY:

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2021 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law.

WHEREAS, this Council desires to provide the authorization to the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to enter into contracts for professional services, and to advertise for bids and enter into contracts for the purchase of repair maintenance and operating supplies, services and equipment as authorized by the 2021 Appropriation Ordinance and the Administrative Code of the City of Lakewood with the lowest and best bidder or bidders or as otherwise provided by law; and

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that delay could impair the City's ability to provide necessary services in a timely manner for fiscal year 2021, now, therefore,

BE IT ORDAINED BY THE CITY OF LAKEWOOD, STATE OF OHIO

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager be and are hereby authorized and directed to enter into a contract or contracts for supplies, services and equipment with the lowest and best bidder or bidders or as otherwise provided by law, as follows:

Professional services contracts included in the 2021 Budget are as follows:

1) Legal Services.....	350,000
2) Recodification of Ordinances	12,500
3) Financial Audit	100,000
4) Hospitalization and Health Care Benefit Consulting Services	40,000
5) Consultant for Workers Compensation	35,000
6) Risk Management Consulting Services	13,000
7) Healthcare, Physicals, Drug & Alcohol Testing.....	25,000
8) Employee Assistance Program	12,000

9) Supervisor / Manager / Employee Training.....	200,000
10) Exams for Classified Positions	75,000
11) Housing and Building Plans Examinations	75,000
12) Lakewood Jail Medical Services	80,000
13) Band Concerts.....	25,000
14) Municipal Engineering Consultant.....	55,000
15) Debt Issuance Costs.....	250,000
16) Integrated Wet Weather Plan Professional Services	500,000
17) Administrative Professional Services.....	400,000
18) Professional Services related to Lakewood Hospital	100,000
Sub-Total	\$2,347,500

Services contracts included in the 2021 Budget are as follows:

1) Government Agreements (WEB)	120,000
2) Government Agreements (Bd of Ed/Pools, Rockport TIF).....	800,000
3) Financial Institution Service Charges	80,000
4) Electronic Payment Services	475,000
5) Property & Liability Insurance Contracts	500,000
6) Workers' Comp Stop Loss Insurance	95,000
7) Life Insurance	20,000
8) Hospitalization and Health Care Benefit Services	8,500,000
9) Medical Claims Billing Service.....	100,000
10) Sentenced Prisoners Full Jail Service	250,000
11) Home Delivered Meals	25,000
12) Distribution System Leak Survey	25,000
13) Disposal of Screenings and Grit (WWTP).....	20,000
14) Excavation Spoils Removal.....	80,000
15) Roll of Box for Street Sweeping.....	60,000
16) Solid Waste Disposal Site.....	1,100,000
17) Organic Waste Disposal	125,000
18) Waste Collections – Condominiums	125,000
19) Biosolids Disposal	135,000
20) Roll-Off Box for Construction Debris	80,000
21) Site to Receive & Process Yard Waste	75,000
22) Lab Analysis Service	40,000
23) Citywide Computer Hrdwr Op. Sys., & Software Maint Contracts.....	900,000
24) Communications Services	150,000
25) Telephone Service	95,000
26) Cellular Phone Service	250,000
27) HVAC Maintenance	125,000
28) Elevator Maintenance	25,000
29) Fire Alarm Maintenance.....	50,000
30) Copier Maintenance Service.....	30,000
31) Postage, Mailing Services, Equipment Lease/Maintenance	300,000
32) Rental and Laundry of Uniforms	45,000

33) Advertising.....	30,000
34) Printing Services.....	165,000
35) CRIS/LEADS Fees.....	20,000
36) Parking Citation Billing Service.....	50,000
37) Fireworks Display.....	50,000
38) Transportation Services.....	130,000
39) Lakewood Hospital Demolition, Hazmat Abatement & Site Prep.....	650,000

Sub-Total\$15,895,000

Materials, supplies, and equipment authorized for purchase under the 2021 Budget are as follows:

1) Sand and Aggregate.....	45,000
2) Concrete Supplies.....	75,000
3) Asphalt Materials.....	75,000
4) Asphalt Cold Patch.....	25,000
5) Crack Sealant.....	40,000
6) Road Salt (Sodium Chloride).....	335,000
7) Fire Hydrants, Sewer and Water Appurtenances.....	150,000
8) Water Meter Supplies & Materials.....	40,000
9) Sign Shop-Supplies, Blanks & Reflective Material.....	130,000
10) Polymer Floculants.....	35,000
11) Wastewater Treatment Chemicals.....	150,000
12) Tires and Road Service.....	95,000
13) Automotive Repairs, Parts and Supplies.....	600,000
14) Oil and Lubricants.....	35,000
15) Fuel (Gasoline and Diesel).....	500,000
16) Purchase Uniforms and Gear – Public Works.....	20,000
17) Electrical Supplies.....	50,000
18) Hardware Supplies.....	45,000
19) Janitorial Supplies.....	90,000
20) Landscape Materials.....	45,000
21) Building Supplies.....	130,000
22) Plumbing Supplies.....	50,000
23) Pool Supplies – Chemicals.....	55,000
24) Small Tools and Equipment.....	100,000
25) Prisoner Food Supplies.....	25,000
26) Purchase Uniforms & Gear – Safety Forces.....	100,000
27) Ammunition.....	40,000
28) Office Supplies.....	40,000
29) Computer Supplies.....	10,000
30) Computer Software.....	45,000
31) Communications Equipment.....	100,000
32) Paper Supplies.....	15,000
33) Lease Copier Equipment.....	35,000
34) Subscriptions/Publications.....	25,000

35) Reforestation.....	250,000
36) Police Operating Equipment.....	150,000
37) Fire/EMS Operating Equipment.....	150,000
38) Waste Water Treatment Plant Operating Equipment.....	200,000
39) Fitness Equipment/Devices.....	15,000

Sub-Total\$4,115,000

Total\$22,357,500

Section 2. That, contracts for supplies, services and equipment in excess of \$7,500 and for professional services in excess of \$5,000 shall not be awarded except as approved herein or further approved by Resolution of Council.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official charter of the City of Lakewood.

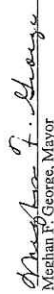
Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/21/2020


Daniel J. O'Malley, President of Council


Maureen M. Bach, Clerk of Council


Meghan F. George, Mayor

Approved: 12/23/2020

Placed on 1st reading &
referred to Finance 11/16/20;
2nd reading 12/7/20

Bullock, Kepple, Litten, Neff,
O'Malley, Rader, Shachner

ORDINANCE NO. 34-2020

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for the purchase of Vehicles, Machinery and Equipment in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2021 in accordance with the Capital Improvement Plan for fiscal year 2021; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, and the Director of Finance are hereby authorized and directed to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following vehicles and equipment, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Vehicles, Machinery and Equipment **\$4,625,000**

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning

and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/21/2020


Daniel J. O'Malley, President of Council


Maureen M. Bach, Clerk of Council

Approved: 12/23/2020


Meghan F. George, Mayor

Placed on 1st reading &
referred to Finance 11/16/20;
2nd reading 12/7/20

ORDINANCE NO. 35-2020

BY: Bullock, Kepple, Litten, Neff,
O'Malley, Rader, Shachner

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for **Buildings & Facilities Improvements** in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments, and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2021 in accordance with the Capital Improvement Plan for fiscal year 2021; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Buildings & Facilities Improvements **\$7,600,000**

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official

charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.


Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/21/2020


Daniel J. O'Malley, President of Council


Maureen M. Bach, Clerk of Council

Approved: 12/23/2020


Meghard, George, Mayor

Placed on 1st reading &
referred to Finance 11/16/20;
2nd reading 12/7/20
Bullock, Kepple, Litten, Neff,
C'Malley, Rader, Shachner
BY:

ORDINANCE NO. 31-2020

AN ORDINANCE to take effect immediately provided it receives the affirmative vote of at least two thirds of the members of Council, or otherwise to take effect and be in force at the earliest period allowed by law, authorizing and directing the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager to advertise for bid and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood for the Wastewater System and Treatment Improvement Program in accordance with the Administrative Code of the City of Lakewood, contracts not to exceed the specified amounts shown without separate resolution of Council.

WHEREAS, as set forth in Section 2.12 of the Third Amended Charter of the City of Lakewood, this Council by a vote of at least two thirds of its members determines that this ordinance is an emergency measure and that it shall take effect immediately, and that it is necessary for the immediate preservation of the public property, health, and safety and to provide for the usual daily operation of municipal departments in that certain capital improvements projects are to be undertaken beginning on or after January 1, 2021 in accordance with the Capital Improvement Plan for fiscal year 2021; now, therefore

BE IT ORDAINED BY THE CITY OF LAKEWOOD, OHIO:

Section 1. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to engage architectural and/or engineering firms to provide professional services for the design, preparation of specifications, construction inspection, contract administration and to advertise for bids and enter into a contract with the lowest and best bidder in accordance with the Administrative Code of the City of Lakewood, for the following Infrastructure Improvements, contracts not to exceed the specified amounts shown, except as hereinafter provided:

Wastewater System and Treatment Improvement Program **\$5,500,000**

Section 2. That the Mayor (Director of Public Safety), the Director of Public Works, the Director of Law, the Director of Finance, and/or the Purchasing Manager is hereby authorized and directed to enter into contracts as set forth above in amounts not to exceed the specified amounts without further action from Council; and to enter into contracts in excess of specified amounts only upon consent of Council evidenced by adoption of a resolution specifying the authorized amount.

Section 3. The Third Amended Charter published in the Codified Ordinances is the official charter of the City of Lakewood.

Section 4. It is found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all such deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements.

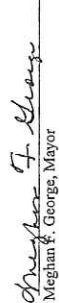
Section 5. This ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, safety and welfare in the City and for the usual daily operation of the City for the reasons set forth and defined in the preamble to this ordinance, and provided it receives the affirmative vote of at least two thirds of the members of Council, this ordinance shall take effect and be in force immediately upon its adoption by the Council and approval by the Mayor, or otherwise it shall take effect and be in force after the earliest period allowed by law.

Adopted: 12/1/2020


Daniel J. O'Malley, President of Council


Maureen M. Bach, Clerk of Council

Approved: 12/23/2020


Meghan F. George, Mayor